



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

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Secretary of Natural Resources

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Director

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MEMORANDUM

TO: Local Government Officials, Recycling Program Managers, and Litter Prevention Program Managers

FROM: R. Allan Lassiter, Jr.
Environmental Program Manager

DATE: May 8, 2006

SUBJECT: Litter Prevention and Recycling Grant Application Notification
Deadlines for Submittal of Applications

The FY 2006-2007 non-competitive grant application for localities is now available from the DEQ web page, www.deq.virginia.gov/recycle. Click on the [Forms](#) link, and download the following file to your computer: [Litter Prevention and Recycling Grant Application for FY 2006-2007](#).

Please note that this is a combined application packet that includes the following materials:

- 1) Guidelines for Non-Competitive Litter Prevention and Recycling Grants (DEQ-LPR-2),
- 2) Application and Contract Page for Litter Prevention and Recycling Grant for Single-Locality Programs (DEQ-LPR-1A),
- 3) Application and Contract Page for Litter Prevention and Recycling Grant for Cooperative Programs (DEQ-LPR-1B), and
- 4) the Performance and Accounting Report form (DEQ-LPR-3). All counties, cities, and towns in the Commonwealth are eligible for these grant funds. If your locality is a participant in a Cooperative Program, only the Coordinating Agency needs to submit an application

NOTE DEADLINES FOR SUBMITTAL OF FORMS

Completed application forms must be submitted to DEQ (postmarked) by the following dates:

Non-Competitive Grant Application (DEQ-LPR-1A/1B) no later than June 30, 2006

and

Performance and Accounting Reports (DEQ-LPR-3) no later than August 31, 2006.

If you have any problems downloading the forms, please contact Steve Coe (804-698-4029). Note that these forms are not inter-active; you must download them to your computer as a Word or PDF file. You may then complete them on your computer and print them, or print the blank forms and complete them by hand. All applications require a signature, thus must be mailed to DEQ for processing; no electronic submissions can be accepted at this time.

NOTE: In April 2006, DEQ's Litter Prevention and Recycling Grants Program was audited by the Virginia Department of Accounts (DOA). All audit items were satisfactory except one: DOA recommended that DEQ require verification that any non-governmental Coordinating Agency be authorized to accept funds on behalf of the participating local governments. Thus, beginning with this grant cycle, the Application (DEQ-LPR-1B) for any non-governmental Coordinating Agency must also be accompanied by documentation as specified in Section II.G of the Guidelines.

From the 2005 internal DEQ audit, please remember these changes, as noted in the Guidelines:

1. Grant Applications must be signed by: a) the County Administrator, City Manager, or the Town Manager, or b) in the case of a Cooperative Program, by the Coordinating Agency's Executive Director. No other signatory will be accepted. (Section II.H)
2. The Performance and Accounting Report must be signed by: a) the County Administrator, City Manager, the Town Manager, or the Chief Financial Officer of the jurisdiction, or b) in the case of a Cooperative Program, the Coordinating Agency's Executive Director or Chief Financial Officer. (Section VI)
3. Each locality participating in a Cooperative Program must have an Agreement with the Coordinating Agency which authorizes the Coordinating Agency to apply for and receive grant funds on its behalf. Such Agreements must be kept on file by the Coordinating Agency.

Each town applying as a Single Locality Program will receive a minimum grant amount of \$ **500**, and the minimum grant amount for each town participating in a Cooperative Program will be \$ **1,000**. Please remember that the designated Coordinating Agency will receive the total grant amount for Cooperative Programs.

Your individual grant amounts will be calculated after **July 1, 2006**, and will be based on the total amount allocated for use for non-competitive grants and the number of localities applying for grants. This means we are unable to provide you with the exact amount of your individual grant at this time. Once we receive both portions of your completed application, we will advise you individually of the amount of your grant in the award notification letter.

Please note that the Litter Control and Recycling Fund Advisory Board (Fund Board) has determined that it will not waive the 25% Carry-Forward Policy restriction on unspent funds from the FY 2006 non-competitive grants. Thus for the FY 2007 grant cycle, grantees may only

carry forward a maximum of 25% of the FY 2006 grant awarded to their programs (see Accounting Report), with any carry forward amount in excess of 25% to be deducted from the FY 2007 grant allocation.

Any questions on completing the Performance and Accounting Reports should be addressed to Steve Coe (804-698-4029).

Please submit (determined by postmark) your completed application forms as follows:

Non-Competitive Grant Application (DEQ-LPR-1A/1B) **no later than June 30, 2006;**

Performance and Accounting Reports (DEQ-LPR-3) **no later than August 31, 2006.**

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TO: Litter Prevention and Recycling Grant Program
Department of Environmental Quality
P.O. Box 10009
Richmond, Virginia 23240-0009

If you or your staff have any questions, please contact: Allan Lassiter at (804) 698-4215 email: arlassiter@deq.virginia.gov ; Steve Coe at (804) 698-4029 email: gscoe@deq.virginia.gov ; or, Sheila Barnett at (804) 698-4055 email: smbarnett@deq.virginia.gov .
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